



**Town of Arlington, Massachusetts**  
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## Minutes 09/20/2007

### Capital Planning Committee Meeting Minutes September 20, 2007

In attendance were:

Steve Andrew  
Steve Gilligan \*  
John FitzMaurice  
Charles Foscett, Chairman  
Nancy Galkowski  
Ruth Lewis  
Anthony Lionetta  
Susan Mazzarella  
Barbara Thornton

\* Denotes those not in attendance.

- 1. New Year Begins:** Charlie Foscett called the meeting to order. Nancy Galkowski passed out packets of department requests and associated materials to CPC members. For the most part, all departments have submitted their requests. The election of officers was conducted: Charlie Foscett (Chair), John FitzMaurice (Vice-Chair), and Tony Lionetta (Secretary). Charlie reviewed the agenda, committee organization, subcommittee assignments and structure; and the proposed meeting schedule. Barbara Thornton expressed interest in attending the subcommittee meeting with Public Works.
- 2. Prior Year Requests:** Nancy Galkowski will be providing a report on the status of prior year requests to CPC members in the very near future.
- 3. Five Year Financial Plan:** Nancy Galkowski reviewed the Five Year Financial Plan 2008 – 2013, walking the CPC through the various Revenue and Cost Items. FY2008 is the 3<sup>rd</sup> year of the "Lyon's Plan". The plan is predicated on a maximum annual increase of 4% for operating budgets. Health Insurance cost increases are programmed at 7%. If health cost increases exceed 7% per year, then the difference will need to be made up within the Operating Budget. Balances of the Override Stabilization Fund will be applied in 2010 and into 2011. The Plan will go negative in 2011 (and in future years) as the Lyon's Plan sunsets.
- 4. Status of Symmes Site:** Charlie Foscett updated the CPC on the Symmes' development. General numbers are that the Town borrowed \$12.2 of the \$14 million authorized by Town Meeting. The expenditure of the \$12.2 million roughly breaks down to \$7.9 m for the purchase of the land, \$1m for site studies, marketing efforts and other administrative items, with the balance of the \$12.2 going to site and operating costs.

The Town has sold the site to Fish for \$6.2 million. This is less than expected due to the delays and the size restrictions which resulted from the suit by the neighborhood. The value of the property has been affected the

downturn in the housing market. Fish is currently planning to construct as condo units, but market as rental units given issues with financing and the like. As the market turns around, the plan is for condo conversions to take place. The bad news is that the property tax potential of rentals is about 30% less than that for condo's. However, the good news is that at least the Town will get some revenues, which can be used to pay for the remaining debt of approximately \$6m.

By agreement, the Town is positioned to receive additional sums. For example, if a medical facility is developed, the Town gets \$1.5m, if not then Fish gives this portion of site back to the Town along with \$500k. Also Town gets a percentage of profit at a certain point, as well as a percentage of condo re-sales. Long and short of it is, the site will not be a cost to the Town, but will not provide additional tax benefits.

**5. Overview - Initial Five Capital Plan:** Using the initial draft of plan, Nancy provided a general overview of requests. Nancy pointed out new requests, changes in the amount of requests and the shifting of requests between various years of the plan. Some highlights are: increases in the projected costs for fire stations, the addition of a Quint, the Brattle Street culvert replacement, a new Exhaust system for DPW's Building D, Building Rehab Consultant services and reactivation of the Records Retention Program. The Rink will be a key issue this year. Charlie requested a copy of the Rink's Business Plan and a draft of the contract to be signed with the State.

It was requested that Public Works provide a profit and loss statement for the W & S Enterprise fund and that Schools specify what the infrastructure projects are. It is expected that the W & S fund P/L statement will show debt payments for MWRA loans.

**5. IT News:** Nancy noted administrative changes in the IT area. The IT groups of the Schools and the Town have been combined. Steve Mazzola is now the head of this combined IT Department. Steve is making changes to upgrade IT systems such as a reduction in the number of servers, creation of a help desk, and an improved email system.

Nancy also noted that Town has a new Web Content Manager. Her name is Joan Roman and she currently reports to the Manager. She has updated the Town's Website and is in the process of setting up WebQA, which is a 24/7/365 site for citizens to register concerns. The feature will be launched soon.

**6. Fire Station Project:** The Park Circle Station is planned to be completed in October. Initial reports are that it will be completed under budget. It is hope that residual funds can be used to offset other fire station costs in FY 09.

**7. Other Notes:** There are problems with roof water leakage at Ottoson and poor ventilation at Bishop. Hill's Hill is being considered for the site of a new fire station (to replace Highland)

**8. Blue Sky Discussion.** Barbara Thornton led a blue sky discussion on ideas for dealing with costs that are rising at a rate higher than revenue. Thoughts included: Sharing Services with other Towns, an Economic Development Champion, and Support of the proposed gas tax increase in exchange for more Chapter 90 monies.

**9. Next Meeting:** The next meeting is scheduled for October 4, 2007 at 5 PM.

**10. Adjournment:** Meeting was adjourned.